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# Student Association Handbook

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# Title I: Senate of the Student Body

## Chapter 1 – Composition of the Senate

### Section A – Introduction

The Constitution provides that the Senate is composed of a Senator for each campus residential district as well as a Commuter Senator. The Constitution allows this handbook (legislation) to layout the campus residential districts. Therefore, based on the current design of the campus, there will be 9 Senate Districts. With nine campus residential senators and a commuter senator, the whole number of senators is equal to ten.

### Section B – Campus Residential Districts

Based on the residential layout of the Dale Fowler Campus, nine campus residential districts are established:

- (1) Fulton District consists of the students residing in Fulton Hall
- (2) Tavilla District consists of the students residing in Tavilla Hall
- (3) Evans District consist of the students residing in Evans Hall
- (4) Bromley District consist of the students residing in Bromley Hall
- (5) Ferrin District consist of the students residing in Ferrin Hall
- (6) Wilson District consist of the students residing in Wilson Hall
- (7) Chase District consist of the students residing in Chase Hall
- (8) Nyland District consist of the students residing in Nyland Hall

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(9) Village District consist of the students residing in Grace Hall, McGinnis Hall, Ryder Hall, Conrad Hall, and Hilton Hall.

### Section C – Commuter Students

Commuter students consists of all students registered as commuters with the Office of Student Life.

## **Chapter 2 – Organization of the Senate**

### Section A – Oath of Senators

The oath of office is administered to each Senator-elect by the President at the beginning of the first Senate meeting and other times when a new Senator is elected. Senators are required to affirm to faithfully serve the student body, to carry out all the duties of office, and abide by the Constitution of GCSA and all policies thereof.

### Section B – Regular Meetings of the Senate

Whenever the Senate is in regular session, the Senate meets weekly. The Fall Session begins the week following the Senate Elections, and dissolves the week prior to final examinations, in accordance with academic calendar, unless the Senate choses to extend the session. The Spring Session begins within the first two weeks of the Spring Semester, and shall dissolve the week prior to final examination, unless the Senate choses to extend the session.

### Section C – Special Meetings

At the call of the President, or by petition of at-least four senators, a special meeting may be called at any time, regardless of whether the Senate is in Regular Session.

## **Chapter 3 – Purpose, Functions, and Requirements of Senators**

### Section A – Purpose of Senators

A Student Senator actively works to foster meaningful engagement between Student Government and the Student Body by building relationships with students in a particular residential constituency. By doing so, the Student Government is visible and accessible to the student body, can collect data and student feedback on campus issues, and can use this information to support meaningful initiatives and advocate on behalf of students.

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### Section B – Function and Duties of Senators:

Senators have the following functions and duties:

- 1) Regularly participate in Residence Hall community events to build a relationship of trust and get to know individual residents.
- 2) Actively engages with students in their residence hall in an informal manner.
- 3) Hosts “office hours” or other forms of resident availability in their residence hall in order to engage with students and hear feedback about campus issues
- 4) Meets on a regular basis, no less that once per month, with their residence life staff
- 5) Prepares a monthly report for the Student Senate concerning the issues facing their fellow residents.
- 6) Participates in weekly meetings of the Student Senate
- 7) Actively participates in or leads one of the three Senate Committees (Student Life, Academic Affairs, or Intercultural Engagement)
- 8) Collaborates with other students and administrators on initiatives to respond to student needs.

### Section C – Requirements for Candidacy and term of office:

All Senators, both as a candidate and during their term of office, must be residing in the residence hall in which they serve, cannot be a member of the Residence Life Staff, must be in good academic standing (currently set at a grade point average of 2.5 and above), and must be in good standing with Student Life. As determined by the Office of Student Life, students on probationary status are ineligible to serve as a Senator. Academic and Student Life requirements may be waived on a case-by-case basis at the discretion of the Dean of Student Engagement & Leadership and the Dean of Student Life.

## **Chapter 4 – Rules of the Senate**

### Section A – President of the Senate

As specified in the Constitution, the President of the Student Body is the President of the Senate. The President presides at each meeting of the Senate but may on occasion appoint a Senator to perform the duties of the presiding officer in their absence.

### Section B – Rules of Order

Meetings of the Senate shall be governed by Robert’s Rules of Order, but the presiding officer shall have the authority to provide for such informality as appropriate, with the consent the Senate.

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### Section C - Order of Business

All members of Student Government and members of the student body should submit proposed agenda items to the Executive Secretary at least 2 days prior to each meeting. The Executive Secretary will then, under the direction of the President, prepare a draft agenda, which will be made available the Senate and the student body in advance of each Senate Meeting.

The adoption of the proposed agenda shall be considered at the beginning of each meeting, prior to any reports or the transaction of any business, and shall nonetheless be subject to such alterations as the Senate may decide and shall be the binding order of business for the meeting upon its adoption.

The Agenda may include formal items of business as well as informal items. The purpose of this is to provide for healthy balance between formality when needed, and informality when appropriate.

### Section D - Formal Business

Formal agenda items such as the roll call, approval of the minutes, reports, unfinished business, and new business, is provided for under the *Standard Order of Business* from RONR. These must be included on the agenda. All motions (legislation) fall under the category of business and should be placed under New Business as provided for in RONR.

### Section E - Informal Business

Other items may be placed on the agenda that are more informal. This includes Open Forum and any discussion topics. The purpose of these agenda items is to provide a place on the agenda for moderated discussion without the need for a formal motion to be pending. The agenda may provide for certain time constraints for these items.

### Section F – Consideration of Presidential Nominations

In accordance with Article II of the Constitution, the presidents' appointees require Senate Confirmation before they may assume office. Therefore, when the President wishes to fill an appointed position, they must submit a nomination to the Senate for them to consider. Customarily, the nominee should be present at the Senate meeting to answer any questions that the Senate may have for the nominee. However, this is at the discretion of the Senate.

To prepare for a seamless transition into each Presidential administration, the President-Elect can submit their nominations for their incoming administration. The Senate will consider these nominations by the same process for the consideration of Presidential Nominations. If the Senate confirms the nomination, the nominee shall assume the respective office at the beginning of the next term.

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### Section H – Office Vacancies

If any appointed or elected office is vacant by reason of resignation, removal, or election unfulfillment, the Executive President may appoint, with the unanimous consent of the Senate, a student to assume that office for the remainder of the term.

### Section G – Appearance Before the Senate

The Senate can require any student who is a member of GCSA (student organization member or student government member), to attend any meeting of the Senate to provide a report or an accounting for a matter pertaining to any GCSA organization or entity.

## **Chapter 5 – Legislation**

### Section A – Purpose & Classes of Legislation

Legislation is the way that the Student Senate makes Student Government decisions. The constitution gives the job of legislating to the Senate. Legislation is generally divided into two types: (1) Student Association Handbook (this document), and (2) General Legislation.

- **The Student Association Handbook (SAH)**– this handbook is the organized collection of the standing public legislation that outlines policies and guidance, organizational structure of GCSA, job descriptions and roles, and procedures for governance and elections. If the Senate wishes to make changes to how things are done in GCSA, they can pass a bill to make changes to the SAH.
- **General Legislation** – General legislation carries the same force and weight of the handbook but is not included in the handbook. This includes, but is not limited to:
  - Budgets
  - Student Organization Charters
  - Resolutions

### Section B – Amending the Student Association Handbook

Amendments to this handbook may be enacted by a bill in the Senate. The bill should specify all the proposed amendments, including the title, chapter, and section references in this handbook. After the bill passes the Senate, it must be presented to the President for their approval or veto. If the President approves of the bill, or in the case a successful veto override, the Executive Secretary will then edit the handbook to reflect the approved changes. If the President does not approve the bill and the Senate does not override the veto, no changes will be made to the handbook.



## **Chapter 6 – Standing Committees of the Senate**

### Section A – Committee on Student Life

The Committee on Student Life works to enhance the student life experience. The committee advocates for student needs with respect to the wholistic student life experience, college services, and applicable policies of the college.

### Section B – Committee of Academic Affairs

The Committee on Academic Affairs works to enhance student success by promoting academic initiatives and lobbying for changes in policy at the administrative level. The committee will work closely with faculty committees, the Office of Academic Initiatives, and other institutional leaders to ensure that the academic program of the college is serving student needs.

### Section C – Committee of Intercultural Engagement

The Committee on Intercultural Engagement monitors the colleges' development and implementation of programs and services which offer support, advocacy, engagement, and sense of belonging for students from historically marginalized and excluded identities. In collaboration with key campus partners and MIO leaders, the committee promotes the wellness for BIPOC and other historically marginalized students utilizing an intersectional perspective.

## **Chapter 7 – Committee Membership**

### Section A – Committee Chairs

The President will select a senator to chair each of the three standing committees. The President will base these selections on the information submitted in the Committee Preference Questionnaire. The President must take into account a variety of factors when making committee chair selections, including class standing, faculty and personal references, and professional qualifications.

### Section B – Committee Membership

The President shall, having consulted with the members of the Senate, and having evaluated the Committee Preference Questionnaires that were submitted by the Senators, will assign each Senator to a standing committee. Each committee must have at least two Senators. Additional

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students who are not Senators, may be appointed by the President or the committee chair to serve on committees with the approval of the full Senate.

The Senate may at its discretion, alter the membership of any committee by bill or resolution.

### Section C – Meetings & Business

Each committee must meet on a regular basis at a date and time determined by the Chair. Each meeting must have an agenda, which shall have been drafted by the Chair in consultation with the members. The Chair is responsible for facilitating discussion on each agenda item and ensuring that the full committee can actively participate.

## Title II: Office of the Student Body President

### **Chapter 8 – Purpose and Function of the President**

#### Section A – General Purpose

The Student Body President is the chief executive officer of the Gordon College Student Association and is the primary representative of the students to the college administration. The President's authority is derived from the GCSA Constitution, this handbook, and includes responsibilities for all GCSA managerial affairs. The president is responsible for leading this association, carrying the student-centered Mission Statement, supporting the work of the Student Senate, and serving as the GCSA's key spokesperson.

#### Section B – Functions & Duties

The President is responsible for:

- (1) Serving as an effective agent of the Student Body by serving as their key spokesperson to the leadership of Gordon College and other outside entities. The President does this by meeting regularly with president of the college, members of the college cabinet, and other institutional leaders.
- (2) Leading the development of the GCSA's long and short-term strategic goals and priorities, and effectively communicating and implementing them across the association.
- (3) Providing guidance to the Vice President to ensure that GCSA is meeting its objectives for supporting and overseeing student organizations.
- (4) Supervising and directing the work of all executive officers, including the director staff and the Executive Secretary.

- (5) Providing leadership and support to the Student Senate, by chairing meetings of the Senate, coaching Senators on their initiatives and projects, and assigning Senators to serve on the various committees.
- (6) Carrying out the Presentment and Veto Provisions of the Constitution, by reviewing all legislation passed by the Senate to ensure it is Constitutional, consistent with GCSA's mission, and is in the best interest of the Student Body.

## **Chapter 9 – Presidential Disability, Removal, and Succession**

### Section A – Introduction

This chapter provides additional guidance and procedures to support the Constitution's provisions on presidential disability, removal, and succession.

### Section B – Temporary Disability of the President

If the President is unable to carry out their duties, the President will send a notice, address to the Senate, stating that the President is unable to carry out the duties of President. The President is not constitutionally required to state the reason or for how long they will be absent; however, the President may include this information at their discretion.

While on leave, the President still holds the Office of President; however, all duties and powers of the presidency are temporarily carried out by the Vice President as Acting President. In the case that the Vice President is not able to act as President, the most senior officer who is available, shall be Acting President.

When the President notifies the Senate that they can resume their duties, the powers and duties of the Presidency immediately return to the President.

### Section C – Removal and Resignation of the President

- Subsection A – In the case of the removal or resignation of the President, the Vice President of the Student Body, except as provided by Subsection B, will assume the Office of the President.
- Subsection B - In the event that the Vice President is not able to assume the presidency, the following shall occur:
  - The most senior officer shall temporarily serve as Acting President
  - The Senate must, at its earliest ability, elect a replacement for the rest of the term.

### Section D – Seniority Defined

For the purposes of this chapter, seniority is defined by the length of cumulative service in Student Government. In the event that two or more officers are of equal length of cumulative service, the officer with higher class standing shall be considered to have higher seniority.

## **Chapter 10 – Duties of the Vice President**

### Section A – General Purpose

The Student Body Vice President is the principal deputy to the Student Body President. The Vice President assists the president in representation the student body to the college administration and other external entities. The Vice President also has the particular focus of supporting and overseeing all student organizations in GCSA.

### Section B – Functions & Duties

The Vice President is responsible for:

- 1) Supporting and advising the President on all presidential responsibilities
- 2) Supporting and overseeing all chartered student organization in GCSA to ensure they are fulfilling their stated mission, serving the student body, and operating in a manner that is consistent with policies of GCSA and Gordon College.
- 3) Serving as the Chair of the Executive Council, providing additional support and oversight to organization that offer essential services and programming to the student body
- 4) Serving as Acting President when the President is unable to perform the duties of the presidency

## **Chapter 11 – Executive Secretary**

### Section A – Introduction

The Executive Secretary carries out the administrative functions of the Student Government to maintain the association's professional excellence, efficiency, and organization. Additionally, the position serves as Student Government's official clerk, historian, and archivist. By carrying out these functions in a professional manner, the Student Government can respond to the needs of student body in a spirit of service and transparency.

The Executive Secretary is appointed by the President with the consent of the Senate.

### Section B – Functions and Roles

- (1) Maintains the integrity, legitimacy, and appropriate transparency of GCSA Student Government by preserving and producing accurate records of business, reports, legislation, and election documentation.

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- (2) Ensures that Student Government is serving our constituents by responding to incoming email and referring constituents to appropriate student government officers to ensure that their business is handled in a professional manner.
- (3) Updates the Student Association Handbook with amendments passed by the Senate and signed by the President.
- (4) Assists in maintaining the Student Engagement Office space, which is shared between GCSA, MIO, ISS, Orientation, and CEC.
- (5) Preserves an historical narrative of GCSA and other useful information by serving as the Historian and Archivist of GCSA
- (6) Serves as the Chair of the Student Elections Commission unless they become a candidate for office.

## **Chapter 12 – Director of Communications**

### Section A – Introduction

The Director of Communications is responsible for developing effective messaging and communication strategies for GCSA. They create or oversee the creation of promotional and informative materials the company will send to the public. The Director works with all forms of media, including press releases and digital campaigns, print materials, social media, audio and video and more.

The Director of Communications is appointed by the President with the consent of the Senate.

### Section B – Functions and Roles

- (1) Under the general direction of the Student Body President, the director leads and coordinates all activities of GCSA’s communications, marketing, and public relations.
- (2) The director develops, communicates and implements marketing communications strategy to support GCSA’s mission by building overall brand awareness and strengthen relationships with targeted stakeholder groups.
- (3) Manages all day-to-day contact with student body including social media channels, students.gordon.edu website, and other communication channels to ensure content is current and engaging and messages are integrated and aligned.
- (4) Monitor effective benchmarks for measuring the impact of all communication platforms.
- (5) Ensures that GCSA’s materials have consistent and positive messaging and branding.

## **Chapter 13 – Director of Finance**

### Section A – Purpose

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The Director of Finance is the strategic financial planner for all operations of the Gordon College Student Association (GCSA) and is a critical member of the Student Body President's leadership team. While managing a student association budget of approximately \$100,000 for over 30 active student clubs and organizations, the Director of Finance serves as treasurer and controller of GCSA.

The Director of Finance is appointed by the President with the consent of the Senate.

### Section B – Functions and Roles

1. Under the general direction of the Student Body President, the Director of Finance plans, organizes, directs and controls the financial operations and activities of GCSA
2. In collaboration with the Student Senate, the director coordinates the annual budget process for GCSA, which includes training for club and organization leaders on how to apply for funding, overseeing a fair application process with various deadlines for submissions and appeals, and ensuring clear communication about the budget process with students across GCSA.
3. In collaboration with the Student Body Vice President, the director monitors the GCSA budget throughout the year, including club and organization spending trends, and makes recommendations to the Student Senate on how adjustments should be made to the budget to ensure funds are being wisely stewarded.
4. Regularly (at least twice per week), carries out financial administrative duties, such as processing requests for reimbursement and online orders. Internal transactions received from various officers of GCSA or student organization leaders must be approved within two business days.
5. Attends weekly Student Government meetings, including Student Senate and other team meetings.
6. Provides regular financial reports to the Student Body President, Vice President, and the Student Senate
7. In collaboration with the GCSA staff advisor and the Vice President, provides regular information and training to club and organization leaders on finances, including the reimbursement and online ordering process.
8. Supports all student organization leaders on their financial matters and inquires with professionalism and spirit of customer service

## Title III: Student Organizations

### Chapter 14 – Purpose of Student Organizations

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Student organizations serve the mission of GCSA by enhancing the student life experience physically, spiritual, academically, or emotionally. Organizations are student-lead groups that are established by a Senate-approved Student Organization Charter.

## **Chapter 15 – Support and Training for Student Organization Leadership**

### Section A – Introduction and Purpose

Student Government is responsible for supporting and training all student organization leaders in GCSA by regularly providing information, trainings, workshops, and events to student leaders. The responsibility of leading this is entrusted to the Vice President and the GCSA Staff Advisor.

### Section B – Training and Support Objectives for Organizations

There are three primary objectives:

- (1) To develop and maintain leadership skills for the various officers of student organizations.
- (2) To provide all student organizations accessibility to Student Government and Student Life leadership
- (3) To provide training on various logistical topics so that that student leaders can successfully navigate the college and produce high-quality programming or services. This includes, but is not limited to:
  - a. Finances (reimbursement, EFT advances, amazon orders, online orders, purchase orders)
  - b. Budget Training
  - c. 25Live Event Scheduling
  - d. Design Center Services
  - e. Physical Plant services
  - f. Gordon College Catering
  - g. CTS

## **Chapter 16 – Executive Council**

### Section 1: Structure and purpose

There is an Executive Council that collectively serves the student body by providing essential services and programming in the form of various Executive Council Organizations. The Council convenes to provide an avenue for collaboration between such organizations that provide essential services to the student body. This also provides the Executive Vice President an avenue to supervise and ensure the proper operation of each organization.

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The Executive Council consists of the Vice President as Chair and the principal executive of each Executive Council Organization. The Director of Finance shall also serve on the Executive Council periodically as an ex-officio member.

### Section 2: Executive Council Membership

The following organizations, which include councils, publications, and agencies, are members of the Executive Council:

- Councils serve the student body by working towards a set of objectives that enhance the campus experience. This includes as follows:
  - Advocates for a Sustainable Future
  - Social Justice Initiative
  - Student Venues Council
  - Exit 17 Live
  - Undergraduate Research Council
- Agencies engage with the student body directly by providing a form of service to them. This includes the following organizations:
  - The Common Exchange
  - Student Design Agency
- Publications provide the student body with quality student journalism, writing, or art. Publications that are on the Executive Council include:
  - The Hypernikon
  - The Idiom
  - The Tartan
  - Vox Populi
  - The Princemere Academic Journal
  - If I told You

## **Chapter 17 – General Calendar of the Year**

### Section A – Introduction

In order to support student organizations, the Vice President is responsible for implementing various programs. The Vice President may however, for reasonable cause, make any alternations that are necessary.

### Section B – Fall Outline

- **Late August:** The Annual Scottie Faire provides an opportunity for all campus organizations (including GCSA organizations) to market themselves to first year students and the student body.
- **Early September:** The Annual Charter Renewal Form is required from every student organization. The purpose of this form is to notify Student Government of their operational plans for the year, provide a revised list of their student officers, and verify



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that a staff/faculty member is advising the organization. Organizations that do not submit this form should be placed on inactive status; unless their charter expires, in which case they dissolve.

- **October 1<sup>st</sup>:** Deadline for organizations without funding in the current fiscal year budget to apply to receive funding in the Fall.
- **September – December:** The Vice President, in collaboration with the GCSA Staff Advisor and the Director of Finance, provides a variety of training and workshop events to student organization leaders

### Section C – Spring Outline

- **January – May:** The Vice President, in collaboration with the GCSA Staff Advisor and the Director of Finance, provides a variety of training and workshop events to student organization leaders.
- **February 1<sup>st</sup>:** Deadline for organizations without funding in the current fiscal year budget to apply to receive funding in the Spring (See Title IV: Finances for more details)
- **March 1<sup>st</sup>:** Information is released to all student organizations on the Annual Budget Process
- **April 1<sup>st</sup>:** Deadline for organization to submit budget applications for the next fiscal year annual budget.

## Chapter 18 - Starting New Organizations

### Section A – Introduction

New organizations are formed using the Chartering Process. This includes the submission of an application, review of the by both Student Government and the advisor, drafting of an official charter, and adoption of the charter by the Student Senate.

### Section B – Applications

Students interested in forming a new student organization (or club) must apply with the Vice President. The Application includes three important elements:

- (1) Typed Proposal: Including the mission the statement, how the organization would serve the student body, planned activities, short and long-term goals, and leadership plan.
- (2) Student Interest: The names and signatures of students representing at-least one percent of the student body, currently 14 students, that indicate their interest in the proposed organization
- (3) Faculty/Staff Advisor Interest: The name and signature of a Gordon Faculty/Staff Member expressing their interest in advising the proposed organization, including what

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level of advising they would be willing to provide (See Section 4 for more information on Advisors and levels of advising)

### Section C – Review of Applications

The Vice President and GCSA Staff Advisor review each application. If the application is deemed eligible, the Director of Student Activities will notify the proposed organization's interested faculty/staff advisor of the required level of advising. If the interested Advisor agrees, the application process may proceed to review by the Student Senate. If the interested Advisor is no longer interested, a new faculty/staff advisor who is willing to commit to the required level of advising will need to be found by the student applicants.

## **Chapter 19 – Charters**

Charters are the legislative documents of the Student Senate that officially establishes each organization. Without a valid charter, an organization ceases to exist. The adoption and renewal of charters is ultimately at the discretion of the Student Senate. The initial drafting of the charters is done by the Vice President subsequently referred to Senate for their consideration.

Charters must contain the official name of the organization, the mission statement, and the expiration date of the charter (which cannot exceed two years). Generally, the Vice President should recommend a two-year expiration date, unless there are special concerns with the organization.

## **Chapter 20 - Governance of Organizations**

### Section A – General Governing Principle

Student Organizations in GCSA must be student-led and faculty advised. This general principle includes an appropriate balance between student leadership and support from a faculty or staff member of the college.

### Section B – Bylaws or Governing Documents Requirement

Organizations that receive at-least \$1,000 of funding from GCSA must maintain either Bylaws and/or some other governing document that outlines their organizational structure and officer selection. However, all organizations are encouraged to maintain governing documents regardless of the amount of funding they receive. Selection of student officers should be done in accordance with these procedures.

## **Chapter 21 - Student Officers**

### Section A – Purpose of Student Officers

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Student Officers of organizations are students that the organization recognizes as having any leadership role or specific responsibilities. All student officers are subject to all GCSA policies, including ethical standards. Every organization is required to have at least two student officers but are encouraged to have more. Organizations are free to use whatever position names and titles they choose for their officers. However, for official GCSA records and filling purposes, each organization shall have a President, a Treasurer, and a Secretary.

#### Section B - President, Treasurer, and Secretary

The officer listed as **President** should be the officer that is the chief executive of the organization. The President is the primary point-of-contact that Student Government will communicate with regarding GCSA and club matters.

The officer listed as **Treasurer** should be the officer in charge of finance and accounting. In addition to the President, the Treasurer will be contacted by the Student Government on all matters of finance.

The officer listed as **Secretary** should be the officer in charge of administrative or clerk functions.

#### Section C - Reporting All Leadership & Leadership Changes

In preparation for each semester, the President or Secretary will list the names **all** student officers of the organizations on forms provided by the Vice president. **ALL** student officers should be listed, not just the President, Treasurer, and Secretary.

Any time during the semester when there is an addition or resignation of officers, the appropriate form must be submitted with the Vice president to notify the Student Government of the updated leadership.

## **Chapter 22 - Membership & Engagement**

#### Section A – General Provisions

Organizations are expected to maintain at least a minimum level of either membership or engagement with the student body. Membership of at least 10 students or cumulative engagement with at least 20 students.

#### Section B - Membership

Organizations are free to define the terms of membership within reason. Generally, members are students that have agreed to join an organization. Membership can include officers and students without responsibilities. Generally, an organization's membership requirements must provide an equal opportunity for any matriculated student to join.

Organizations must record their full membership on their involvement page on Gordon360.

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### Section C - Engagement

Engagement with the student body is defined as the cumulative number of students that the organization has had at their meetings, events, services, or other programming. In the case of an organization that has a publication, the number of student readers or subscribers are included in this figure as well.

## **Chapter 23 - Faculty & Staff Advisors**

### Section A – Introduction to Responsibilities of Advisors

Every student organization is required to be advised by an approved faculty or staff member of the college. This requirement must be met for an organization to maintain active status and is also a prerequisite for the consideration of any application for a new organization.

Depending on the types of activities that the organization participates in, there are different responsibilities of an advisor depending on the “Level of Advising” required for the organization. These levels of advising are (1) Connected, (2) Involved, and (3) Actively Engaged.

### Section B - Connected Advisor Responsibilities:

A Connected Advisor:

- 1) Meets twice monthly with organization leaders (approx. 2 hrs/month), offering advice and direction for their development as effective organizational leaders
- 2) Provides assistance regarding purchases and the budget-review process.
- 3) Provides advice and direct involvement in issues related to club activity, student performance, or violations of College policy.
- 4) Provides assistance in college risk management for club projects and activities.
- 5) Orients any new Advisor to the purpose of the club and its leaders

### Section C - Involved Advisor Responsibilities:

An Involved Advisor:

- 1) Meets twice monthly with the organization’s leaders (approx. 2 hrs/month), offering advice and direction for their development as effective organizational leaders
- 2) Provides assistance regarding purchases and the budget-review process.
- 3) Provides advice and direct involvement in issues related to club activity, student performance, or violations of College policy.
- 4) Provides assistance in college risk management for club projects and activities.

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- 5) Orients any new Advisor to the purpose of the club and its leaders
- 6) Participates in club activities and projects; modeling living, leading, and learning.
- 7) Aids in the promotion of the club and related projects and activities.
- 8) Connects club leadership with external sources related to club mission and values.
- 9) Travels with club leadership to conferences or other opportunities to extend learning (Advisors must attend any club outing that is out-of-state).
- 10) Cultivates an expectation of learning and service in projects and activities of the club.

### Section D- Actively Engaged Advisor

An Actively Engaged Advisor:

- 1) Meets 3-4 times monthly with the organization's leaders (approx. 3-4 hrs/month), offering advice and direction for their development as effective organizational leaders.
- 2) Is active in leadership development of current leaders and teams and recruitment of future leaders and teams.
- 3) Provides assistance and oversight regarding purchases and the budget-review process.
- 4) Provides advice and direct involvement in issues related to club activity, student performance, or violations of College policy.
- 5) Provides assistance in College risk management for club projects and activities.
- 6) Orients any new Advisor to the purpose of the club and its leaders
- 7) Participates in club activities and projects; modeling living, leading, and learning.
- 8) Aids in the promotion of the club and related projects and activities.
- 9) Connects club leadership with external sources related to club mission and values.
- 10) Travels with club leadership to conferences or other opportunities to extend learning (Advisors must attend any club outing that is out-of-state).
- 11) Cultivates an expectation of learning and service in projects and activities of the club.

### Section E – Proxy Advisors

When the Advisor of an organization plans to go on leave, sabbatical, or any other such short-term deviations from their regular Faculty/Staff responsibilities, they must select another Faculty or Staff member of the college to serve as the Proxy Advisor for a period, not to exceed one year. Proxy Advisors must commit to the same Level of Advising as the regular advisor. However, this requirement can be waived for the proxy advisor by the GCSA Advisor.

### Section F - Selection of Advisors

The procedures for the selection of an organization's first Advisor is outlined in the process for Application for New Student Organizations.

### Section G - Changes of Advisor

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Generally, a change of advisor is handled by the outgoing advisor, with the agreement of the President of the organization. A Change of Advisor Form must be filed with GCSA in order to make the change.

## **Chapter 24 – Operational Status & Standing**

### Section A- Standing

All chartered organizations are in Satisfactory Standing by default. The Student Senate, upon the recommendation of the Vice President, can place an organization in Unsatisfactory Standing in one of the following cases:

- Failure to adhere to college policies
- Consistent failure to respond to communications from the Student Government
- Failure to meet submission, reporting, or training requirements of the Student Government
- Conduct of programming or activity that is harmful to the student body

### Section B- Operational Status

All chartered organizations are in one of two statuses. Operational status determination are made by the Vice President:

- **Active Status** is for organizations that are meeting *all* of the following requirements:
  - Have sought renewal of their charter every Fall, regardless of the charter's expiration date
  - Are actively seeking to fulfill their chartered mission
  - Are meeting the GCSA Membership or Engagement requirements
- **Inactive Status** is for organizations that:
  - Do not meet the requirements of Active Status
  - Or
  - If the Unsatisfactory Standing violations that are so significant or persistent, that the organization's conduct warrants them being placed on Inactive Status

## **Title IV: Finance**

### **Chapter 25 – The GCSA Budget**

#### Section A - Introduction

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The Annual Budget of GCSA, which runs with the fiscal year of the college, beginning on July 1 and commencing on June 30, governs all GCSA spending. All Senators and Officers of GCSA are bound by the budget, and the Director of Finance is principally charged with ensuring that all GCSA spending is done in accordance with the budget.

### Section B – Spending Confirmation

Student Organizational Officers have the authority to spend their budget as designated by their approved budget proposals. However, all internal spending within the college (Physical Plant, Catering, Design Center, etc.) must be overseen by the Director of Finance, and any department of the college must receive verification from the Director of Finance before confirming any purchases. Proposals must be approved by the Director of Finance within *two* business days.

## **Chapter 26 – Preparation of the Annual Budget**

### Section A – Senate Budget Resolution

The first step in the annual budget process is for the Senate to adopt a budget resolution that outlines broad budgetary parameters, which includes as follows:

- Student Government Funding
- Club Contingency
- Student Organizations

### Section B – Information & Training Provided to All Organizations

The Director of Finance shall, no later than March 1<sup>st</sup>, provide notice and useful information to all student organizations on the budget application process for the next fiscal year. The deadline for applications is April 1<sup>st</sup>, however the Director may modify such deadlines for individual organizations for reasonable cause.

### Section C – Review of Applications

- 1) The Director of Finance reviews all budget applications that were submitted by the deadline. The Director may accept late applications in extenuation circumstances.
- 2) The Director of Finance prepares a budget draft that is based on the general parameters of the Senate's Budget Resolution and the application submitted by each organization
- 3) The Director of Finance sends each organization an Application Response Letter, which includes as follows:
  - *The Preliminary Funding Amount (PFA)* – The amount of funding that the Director of Finance plans on including the Annual Budget Recommendation
  - *Explanation* - If the PFA is less than what the organization had requested in their application, the director must provide an explanation and/or must suggest revisions that can be made to their application

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- *Notice of the Right to Appeal or Submit Revisions* – Each organization has up five business days to submit a revised application or an appeal.
- 4) The Director of Finance, after reviewing any re-submitted applications and appeals, prepares, in collaboration with the Vice President and the President, an *Annual Budget Recommendation* to send to the Student Senate.

#### Section D – Recommendation to the Student Senate

The Director of Finance shall then send an Annual Budget Recommendation, which must include as follows:

- The overall budget recommendation (including a line item for each GCSA organization and entity, the funding level requested, and the funding amount that is recommended)
- A copy of all of the application materials from every organization (including appeals)

#### Section E – Approved Annual Budget

The Senate will have the responsibility to review the Annual Budget Recommendation thoroughly. The Senate may make any such amendments or revisions they deem proper.

## Title V: Elections

### **Chapter 27 – Student Elections Commission**

#### Section A – Composition

There shall be a Student Elections Commission, composed of not few fewer than three and not more than five students. The Executive Secretary shall be a commissioner unless they be candidate for office. All other commissioners shall be appointed by the President with the consent of the Senate. If the Executive Secretary is a commissioner, they shall be Chair of the Commission. Otherwise, the President shall designate any commissioner to serve as Chair. Membership of the commission cannot include students supporting or favoring a particular candidacy.

#### Section B - Purpose

The Student Election Commission shall ensure that all Student Elections are carried out in accordance with the Constitution and shall execute all provisions of this Title.

#### Section C – Duties of the Chair of the Student Election Commission



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Most functions of the Commission are carried out by the Chair, except those that specifically require a commission decision.

#### Section D – Powers of the Full Commission

- (1) The Commission shall fix the date and time of all campaign filing deadlines and the date of each election.
- (2) The Commission shall adjudicate all campaign or election complaints in accordance with this title and the policies of the college.
- (3) The Commission must review and certify campaigns within three to five days after each election.

## **Chapter 28 – Presidential Election**

#### Section A – Introduction

The purpose of the Presidential Election is to elect a President and Vice President of the Student Body for the next term of office.

#### Section B – Filing for Candidacy

To officially run for President and Vice President, requires the completion of two candidacy filings.

1. A Declaration of Candidacy form, as administered by the Student Elections Commission, must be submitted to run for office. Candidates must file for candidacy as tickets for President & Vice President.
2. A petition, in support of a Declaration of Candidacy, must also be submitted. A petition must contain the signatures of 10% of the undergraduate student body.

#### Section C – Campaign Regulations and Guidelines

Candidates for President and Vice President campaign together as a ticket. Each candidate must abide by the following campaign regulation guidelines:

1. Candidates must abide by all policies of the college in the course of campaigning.
2. Candidates may not interrupt the normal operations of the college, including but not limited to chapel, classes.
3. All campaigns for President and Vice President will be reimbursed for up to \$50.00 of campaign expenses.
4. Candidates may not use their position of authority in their current leadership roles (Student Government, student organizations, college jobs) to benefit their campaign.

#### Section D – Campaign Suspensions and Amendments

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The presidential candidate of an approved campaign may notify the Student Elections Commission, in writing or email, of a campaign suspension, which shall become permanent if 48 hours before the election, they have not resumed their campaign. However, they shall have the right, up until 48 hours before the Presidential Election, to resume their campaign.

In the case that a Vice Presidential Candidate of an approved campaign wishes to withdraw, or in the case that a Vice Presidential Candidate is disqualified, the Presidential Candidate shall be permitted submit a replacement candidate for Vice President no later than 48 hours prior to the election.

#### Section D – Election

The Presidential Election shall be administered by the Student Elections Commission in order to provide the entire undergraduate student body a fair opportunity to choose the President & Vice President they desire. The election must be administered online and shall be well-advertised to the student body.

#### Section E – Announcement

The Chair of the Student Election Commission, unless they have a legitimate reason to believe that the preliminary results are not reliable, shall, in cooperation with the Director of Communications, publish the results of the Presidential Election to the student body within 48 hours. A disclaimer must be included that the results will still need to be certified by the Student Elections Commission before they become official.

#### Section F – Official Certification of the Presidential Election

The certification of the presidential election shall occur three to five days after the election. The certificate shall be signed by the Chair, in witness to the agreement of the commission.

#### Section G – Term of Office

The term of office for the President, Vice President, and all officers of the Office of the Student Body President, shall be for one year, beginning on the Day after Commencement and shall end on the Day of the following Commencement.

## **Chapter 29 – Senate Elections**

#### Section A – Introduction

## DRAFT

The Purpose of the Senate Elections shall be to elect a Senator from each residential district and the commuter students to form the Senate of the Student Body. Senate Elections should occur within the first four weeks of the Fall Semester.

### Section B – Filing for Candidacy

To officially run for Senate, requires the completion of three candidacy filings. However, only the Declaration of Candidacy and the Petitions are relevant for the elections. The Committee Preference Questionnaire Form is submitted for the sole purpose of providing the President information to help make committee assignments for those who are elected.

- A Declaration of Candidacy form, as administered by the Student Elections Commission, must be submitted to run for office.
- Except for candidates for the commuter senator, a petition, in support of a Declaration of Candidacy, must also be submitted. A petition must contain the signatures of at least 20% of the residents in that residential district.
- A Committee Preference Questionnaire Form, in which the candidate specifies their preferred committee assignments, must be submitted as part of running for Senate. If the candidate wishes to Chair a committee, they will also submit a faculty and personal reference, and provide additional information on their qualifications and interest.

### Section C – Campaign Regulations and Guidelines

Candidates for Senate must abide by the following campaign regulation guidelines:

1. Candidates must abide by all policies of the college in the course of campaigning.
2. Candidates may not interrupt the normal operations of the college, including but not limited to chapel, classes.
3. Candidates may not use their position of authority in their current leadership roles (Student Government, student organizations, college jobs) to benefit their campaign.

### Section D – Election

The Senate Elections shall be administered by the Student Elections Commission in order to provide the commuter students and the residents in each residence hall the ability to elect their Senator. The election must be administered online and shall be well-advertised to the student body.

### Section E – Announcement

The Chair of the Student Election Commission, unless they have a legitimate reason to believe that the preliminary results are not reliable, shall, in cooperation with the Director of Communications, publish the results of the Senate Election to the student body within 24 hours of the election.

### Section F – Term of Office

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The term of office for Senators shall be for one academic year and shall end on the day of commencement.

## **Title VII: External Relations**

### **Chapter 30 – External Relations**

#### Section A

The Gordon College Student Government may join and be a member of any external association that is consistent with the policies of Gordon College by amending Title VII. Currently, the Boston Intercollegiate Government is the only official association that the GCSA Student Government is a member of.

### **Chapter 31 – Membership in the Boston Intercollegiate Government**

#### Section A – Membership

The Gordon College Student Government is a member of the Boston Intercollegiate Government.

#### Section B – Voting Representation

The Boston Intercollegiate Government permits two Voting Representatives from each student government. The President must appoint, with the consent of the Senate, two members of Student Government to serve these functions.

#### Section C – Non-Voting Representation

The Boston Intercollegiate Government permits an unlimited number of non-voting representatives from each student government. In coordination with the President, any member of student government is permitted to serve as a non-voting member.